

8 APR 1973

MEMORANDUM FOR: Deputy Director for Management and Services

SUBJECT : Office of Personnel Report - Week Ending  
30 March 1973

1. Meeting Increased Work Load: Additional professional and clerical employees have been detailed, for about three months, to the Special Activities Staff and the Retirement Affairs Division. These individuals will assist the regular members of these two components in meeting the greatly increased work load brought about by the Surplus Program. Also, overtime has been authorized for certain employees in RAD. Our external employment assistance activity of RAD has developed a small "package" of guidance and informational materials for incoming clients. The "package" informs the individual what services are available and what can realistically be done for the client; what is expected of the client and what he or she must do; and contains information on preparation of resumes, Application for Federal Employment, local employment sources, etc. We are planning on "beefing up" the external employment assistance activity in response to the Director's desire to make a greater effort to place hardship cases in industry.

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2. CIARDS Quota: As was the case during the previous reporting period, considerable time was expended by the Director of Personnel and others in this Office in preparing background information for the Director's appearance before Congressional committees to request additional quota for the Agency's retirement system.

3. Proposed Military Retirement Legislation: A packaged briefing containing the proposed changes to the military Non-disability Retirement System has been received in Mobilization and Military Personnel Division. The briefing explains the objections to the current retirement system and the rationale for the development of the proposed system. It covers in detail the effects of the proposed system on those military personnel currently on active duty and those who enter the services after the implementation date. The briefing is mandatory and service personnel are encouraged to bring their wives. This new proposal was developed by the DOD Retirement Study Group.

25X1A 4. Overseas Medical Programs: We have been informed that the revisions of [REDACTED] which provide information and guidance concerning benefits under the Federal Employees' Compensation Act and the Overseas Employee and Dependent Medical Programs, have been forwarded to the printers and are scheduled for distribution in early April 1973. ✓

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5. Suggestion Awards: The Suggestion Awards Committee approved nine awards totalling \$18,070 at their March 1973 meeting:

DDM&S	4 awards (OC-3-\$710; OP-1-\$300)
DDI	1 award (IAS-1-\$100)
DDO	2 awards (ISD-1-\$100; TSD-1-\$175)
DDS&T	2 awards (OCS-1-\$300; OSA-1-\$185)

Also, the Committee recommended approval of a \$1,000 award to a

██████████ employee and a \$400 award to an NPIC employee.

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/s/Harry B. Fisher

Harry B. Fisher  
Director of Personnel

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